

**Operating Procedure for the Barnstable Division of the Probate and Family Court  
Under Standing Order 1 – 21, effective June 1, 2022**

**A. General information:**

Effective June 1, 2022, the Probate and Family Court is open to conduct all emergency and non-emergency court business in person, except for the matters identified in Paragraph C below and any matter that a judge determines shall be held virtually.

Parties may file pleadings by US mail, in person, or by e-filing where available. Email filings will be accepted when done so by a Court Service Center staff member or by an attorney volunteering through a Lawyer for the Day program on behalf of a self-represented litigant or if specifically authorized by the Supreme Judicial Court or the Executive Office of the Trial Court. Other email filings may be allowed at the discretion of each Register of Probate. Drop boxes may be available to file pleadings in some court locations.

<b>Court Filings</b>
----------------------

<p>The Registry accepts court filings by E file, mail and via the drop box in the court lobby. The Registry will only accept email filings in limited circumstances: for motions to hold a hearing virtually, in lieu of in-person or to appear virtually (see section B, below); for emergencies; or as otherwise allowed by the standing order. Any email filings are to be filed through the Registry email address <a href="mailto:barnstableprobate@jud.state.ma.us">barnstableprobate@jud.state.ma.us</a>. Please do not send Email filings to specific staff members as the pleadings may not be docketed and scanned in time for a Court hearing.</p>
---

<p>Emergency filings, such as a motion for short order of notice, must be received by 3:00pm on the business day before the hearing.</p>
--

<p>For questions concerning email filings, please contact the following:</p>
--

<p>For Domestic Relations Filings</p>
---------------------------------------

<p>Karen Wehner, Deputy Assistant Register <a href="mailto:karen.wehner@jud.state.ma.us">karen.wehner@jud.state.ma.us</a> (508) 375-6719 or Caitlin Ochoa, Case Coordinator <a href="mailto:Caitlin.ochoa@jud.state.ma.us">Caitlin.ochoa@jud.state.ma.us</a> (508) 375-6846.</p>
--

<p>For Probate/Guardianship Filings</p>
---

<p>Susan Huet, Deputy Assistant Register <a href="mailto:susan.huet@jud.state.ma.us">susan.huet@jud.state.ma.us</a> (508) 375-6730 Katharine Prunty, <a href="mailto:Katharine.prunty@jud.state.ma.us">Katharine.prunty@jud.state.ma.us</a> (508) 375-6725</p>
--

<b>Drop Box</b>
-----------------

<p>The Registry offers a drop box for Court filings located by security when you walk in the court building.</p>
--

Court filings may be placed in the drop box. The drop box is checked throughout the business day. **If there is an emergency or if something is time sensitive, please do not leave the filing in the drop box. Please file in person at the Registry counter for emergencies and time sensitive matters.**

For questions about the drop box, please email or call Paulette Corriveau at [paulette.corriveau@jud.state.ma.us](mailto:paulette.corriveau@jud.state.ma.us) (508) 375-6721 or Jessica Moitoza at [jessica.moitoza@jud.state.ma.us](mailto:jessica.moitoza@jud.state.ma.us) (508) 375- 6841.

Electronic signatures will continue to be used, consistent with the current order of the Supreme Judicial Court, unless and until otherwise amended by subsequent orders or rules.

Virtual registries may continue to be used. Virtual registries offer all of the assistance normally available during an in-person visit, including face-to-face contact, the ability to obtain and get assistance with court forms, and access to court documents and docket information.

#### Virtual Registry

The Barnstable Registry offers a virtual registry at: <https://www.zoomgov.com/j/1605462604>.

The hours of the Virtual Registry are Monday through Friday (except for legal holidays found here [Trial Court legal holidays | Mass.gov](#)) from 9:00am to 12:00pm and 2:15pm to 4:00pm.

For questions about the Virtual Registry, please email or call Deputy Assistant Register, Bernadette Klimm at [Bernadette.klimm@jud.state.ma.us](mailto:Bernadette.klimm@jud.state.ma.us) (508) 375-6713.

#### B. In-Person Proceedings:

As of June 1, 2022, the Probate and Family Court expanded the scheduling of in-person hearings for all matters, except for the matters identified in Paragraph C below and any matter that a judge determines shall be held virtually. In-person hearings will be scheduled for the next available date and will be conducted on a staggered schedule.

#### In Person Proceedings and Staggered Scheduling

All proceedings will be scheduled before assigned judges as follows:

**JUDGE TIERNEY and  
JUDGE ORDONEZ**

**Monday -**

8:30am	In person hearings
9:30am	In person hearings
10:30am	In person Trial
2:00pm	In person hearings

**Tuesday -**

8:30am	In person hearings
9:30am	In person hearings
10:30am	In person Trial
2:00pm	In person hearings

(2<sup>nd</sup> Tuesday of the month at 11am / DOR  
Block session via Zoom- commencing  
January 2023 will move to 3<sup>rd</sup> Thursday of  
the month at 11am via Zoom.)

**Wednesday - PRE-TRIAL DAY**

8:30am	In person hearings
9:30am	In person hearings
10:30am	In person hearings
2:00 pm	VIRTUAL ZOOM EVENTS

(3<sup>rd</sup> Wednesday of the month at 2:00pm  
DMH/DDS/DCF Block Session via Zoom –  
all other Wednesdays at 2pm  
Uncontested/1A Block Sessions via Zoom)

**Thursday -**

8:30am	In person hearings
9:30am	In person hearings
10:30am	In Person Trial
2:00pm	In person hearings

**Friday -**

8:30am	In person hearings
9:30am	In person hearings
10:30am	In Person Trial
2:00pm	In person hearings

For questions related to in person proceedings and staggered scheduling, contact Judicial Case Manager, Lisa M. MacKenzie, Esq., [lisa.mackenzie@jud.state.ma.us](mailto:lisa.mackenzie@jud.state.ma.us) (508)375-6709 or Assistant Judicial Case Manager, Ashton G. Pouliot, Esq., [ashton.pouliot@jud.state.ma.us](mailto:ashton.pouliot@jud.state.ma.us) (508) 375-6741.

Where an in-person hearing is scheduled, a party may request that the hearing be conducted virtually and the judge will rule on the request.

**Instructions on how to request a virtual hearing instead of an in-person hearing**

If a litigant and/or attorney prefers that a hearing be held virtually in lieu of in-person, a Motion to convert In-Person hearing to Virtual hearing may be filed with the Court through the Registry email at [barnstableprobate@jud.state.ma.us](mailto:barnstableprobate@jud.state.ma.us) or by mail, with notice to opposing party/attorney, at least 3 business days in advance of the hearing date to be ruled upon by the sitting Judge.

Questions related to these motions can be directed to Judicial Case Manager, Lisa M. MacKenzie, Esq., [lisa.mackenzie@jud.state.ma.us](mailto:lisa.mackenzie@jud.state.ma.us) (508)375-6709 or Assistant Judicial Case Manager, Ashton G. Pouliot, Esq., [ashton.pouliot@jud.state.ma.us](mailto:ashton.pouliot@jud.state.ma.us) (508) 375-6741.

A judge, upon request, may authorize a participant (an attorney, party, or witness) at an in-person hearing to appear telephonically, while other participants appear in person, so long as it is consistent with due process and fundamental fairness.

**Instructions on how to request to a telephonic hearing that is scheduled to be in person**

If a litigant and/or attorney prefers to participate telephonically, for an in-person hearing, a Motion to participate telephonically, for In-Person Hearing may be filed with the Court through the Registry email at [barnstableprobate@jud.state.ma.us](mailto:barnstableprobate@jud.state.ma.us) or by mail, with notice to opposing party/attorney, at least 3 business days in advance of the hearing date to be ruled upon by the sitting Judge.

Questions related to these motions can be directed to Judicial Case Manager, Lisa M. MacKenzie, Esq., [lisa.mackenzie@jud.state.ma.us](mailto:lisa.mackenzie@jud.state.ma.us) (508)375-6709 or Assistant Judicial Case Manager, Ashton G. Pouliot, Esq., [ashton.pouliot@jud.state.ma.us](mailto:ashton.pouliot@jud.state.ma.us) (508) 375-6741

**C. Virtual Proceedings:**

The following matters shall be held virtually and on a staggered schedule:

1. Uncontested divorces;
2. Rogers reviews;
3. Best efforts § 29B annual reviews – DCF custody;
4. Case Management/Pathway conferences;
5. Discovery motions; and
6. DOR cases.

Staggered scheduling process which will be used for virtual hearings
--

For questions related to virtual proceedings and staggered scheduling virtual proceedings, contact Judicial Case Manager, Lisa M. MacKenzie, Esq., <a href="mailto:lisa.mackenzie@jud.state.ma.us">lisa.mackenzie@jud.state.ma.us</a> (508)375-6709 or Assistant Judicial Case Manager, Ashton G. Pouliot, Esq., <a href="mailto:ashton.pouliot@jud.state.ma.us">ashton.pouliot@jud.state.ma.us</a> (508) 375-6741
--

Matters that are generally handled administratively (e.g., marriage without delay; joint modification); uncontested/assented to motions (e.g., appointment of GAL; continue date of hearing; file marriage certificate late); and uncontested/routine allowables in probate actions (e.g., informal petition; transfer of guardianship or conservatorship from another state; accounts; appointment of GAL; license to sell; alternative service; waiver of sureties; motion to file death certificate late) will continue to be handled administratively. If such a matter is not handled administratively a hearing will be scheduled.

A judge may also consider matters through an administrative review process and determine motions in accordance with Rule 78.

Matters that will be handled Administratively
---

List of specific matters that will be considered administratively : marriage without delay; joint modification; uncontested/assented to motions (e.g., appointment of GAL; continue date of hearing; file marriage certificate late); and uncontested/routine allowables in probate actions (e.g., informal petition; transfer of guardianship or conservatorship from another state; accounts; appointment of GAL; license to sell; alternative service; waiver of sureties; motion to file death certificate late)
--

Questions related to administrative allowances can be directed to:

**Judicial:**

Judicial Case Manager, Lisa M. MacKenzie, Esq., [lisa.mackenzie@jud.state.ma.us](mailto:lisa.mackenzie@jud.state.ma.us) (508) 375-6709,

Assistant Judicial Case Manager, Ashton G. Pouliot, Esq., [ashton.pouliot@jud.state.ma.us](mailto:ashton.pouliot@jud.state.ma.us) (508) 375-6741

**Registry:**

First Assistant Register Sarah Long, Esq. (508) 375-6746 [sarah.long@jud.state.ma.us](mailto:sarah.long@jud.state.ma.us)

Assistant Register Heidi Couture, Esq. (508) 375-6722 [heidi.couture@jud.state.ma.us](mailto:heidi.couture@jud.state.ma.us)

D. Protocol in the event of a court closure by the Trial Court:

Questions related to court closures can be directed to:
---

Registry Staff: First Assistant Register, Sarah Long (508) 375-6746  
[sarah.long@jud.state.ma.us](mailto:sarah.long@jud.state.ma.us) , Deputy Assistant Register Karen Wehner (508) 375-6719  
[karen.wehner@jud.state.ma.us](mailto:karen.wehner@jud.state.ma.us).

Judicial Staff Judicial Case Manager, Lisa M. MacKenzie, Esq.,  
[lisa.mackenzie@jud.state.ma.us](mailto:lisa.mackenzie@jud.state.ma.us) (508)375-6709, Assistant Judicial Case Manager, Ashton G.  
 Pouliot, Esq., [ashton.pouliot@jud.state.ma.us](mailto:ashton.pouliot@jud.state.ma.us) (508) 375-6741

E. Contact Information:

Emergency email address	Email address <a href="mailto:barnstableprobate@jud.state.ma.us">barnstableprobate@jud.state.ma.us</a>	
Registry phone number Registry Contacts	(508) 375-6710  Register Anastasia Welsh Perrino, Esq. (508) 375-6710  First Assistant Register Sarah Long, Esq. (508) 375-6746 <a href="mailto:Sarah.long@jud.state.ma.us">Sarah.long@jud.state.ma.us</a> Assistant Register Heidi Couture, Esq. (508) 375-6722 <a href="mailto:Heidi.couture@jud.state.ma.us">Heidi.couture@jud.state.ma.us</a> Deputy Assistant Register Susan Huet (508) 375-6730 <a href="mailto:susan.huet@jud.state.ma.us">susan.huet@jud.state.ma.us</a> Deputy Assistant Register Karen Wehner (508) 375-6719 <a href="mailto:karen.wehner@jud.state.ma.us">karen.wehner@jud.state.ma.us</a> Deputy Assistant Register Bernadette Klimm (508) 375-6713 <a href="mailto:Bernadette.klimm@jud.state.ma.us">Bernadette.klimm@jud.state.ma.us</a>	
Probation contact	Chief P.O. Donna Rachwal Feinberg	<a href="mailto:donna.rachwal@jud.state.ma.us">donna.rachwal@jud.state.ma.us</a> (508) 375-6734
Judicial Case Manager	Lisa M. MacKenzie, Esq.	<a href="mailto:lisa.mackenzie@jud.state.ma.us">lisa.mackenzie@jud.state.ma.us</a> (508) 375-6709
Assistant Judicial Case Manager	Ashton G. Pouliot, Esq.	<a href="mailto:ashton.pouliot@jud.state.ma.us">ashton.pouliot@jud.state.ma.us</a> (508) 375-6741
Sessions Clerk	Carlos Lozada	<a href="mailto:carlos.lozada@jud.state.ma.us">carlos.lozada@jud.state.ma.us</a> (508) 375-6804
Sessions Clerk	Leanna Morley	<a href="mailto:leanna.morley@jud.state.ma.us">leanna.morley@jud.state.ma.us</a> (508) 375-6949
Judicial Secretary (J. Tierney)	Deborah Nardone	<a href="mailto:deborah.nardone@jud.state.ma.us">deborah.nardone@jud.state.ma.us</a> (508) 375-6743
Judicial Secretary (J. Ordoñez)	Deborah Burke	<a href="mailto:deborah.burke@jud.state.ma.us">deborah.burke@jud.state.ma.us</a> (508) 375-6747

F. Additional Information:

You may Email questions concerning court filings to [barnstableprobate@jud.state.ma.us](mailto:barnstableprobate@jud.state.ma.us) . The Registry number is (508) 375-6710.

Copy Order Requests should be sent to: [barnstableprobate@jud.state.ma.us](mailto:barnstableprobate@jud.state.ma.us)

Attorneys, Title Examiners and Members of the public, please make an appointment if you need to review a file by emailing [barnstableprobate@jud.state.ma.us](mailto:barnstableprobate@jud.state.ma.us)

For Registry Staff extensions, please go to the Barnstable website at [www.barnstablecountypfc.com](http://www.barnstablecountypfc.com)

The Barnstable Bar Association runs a lawyer of the day program which offers telephone consults to parties with matters pending in the Barnstable Probate and Family Court. For more information, or to request a referral to the program, please contact the court at (508) 375-6710